

# **MINUTES**

## **CHINO HILLS COMMUNITY FOUNDATION**

**MARCH 13, 2017  
REGULAR MEETING**

**CHINO HILLS CITY HALL, COMMUNITY ROOM  
14000 CITY CENTER DRIVE, CHINO HILLS, CALIFORNIA**

### **CALL TO ORDER**

Chair Peter Rogers called the Chino Hills Community Foundation Meeting to order at 4:00 p.m.

### **PLEDGE OF ALLEGIANCE TO THE FLAG**

Board Member Glen Anderson led the Assembly for the Pledge of Allegiance.

### **ROLL CALL**

<b>PRESENT:</b>	<b>BOARD MEMBERS:</b>	
	BILL HUGHES	GLEN ANDERSON
	BILL TAYLOR	LISA McPHERON (arrived 4:10)
	DAN CAPENER	PETER ROGERS
	DARRIN LEE (arrived 4:15)	SPENCER BOGNER
	DAVID KRAMER (arrived 4:50)	
	DELINIA LEWIS	SYLVIA NASH

<b>ABSENT:</b>	<b>BOARD MEMBERS:</b>	
	AIMEE DAVIS	DARRYLL GOODMAN
	BRIAN POLLACK	DEREK S. WILLIAMS
	CYNTHIA MORAN	GRACE CAPPS

**ALSO PRESENT:** ALMA HERNANDEZ, SR. MANAGEMENT ANALYST  
MELISSA ARMIT, COMMUNITY SVCS. SUPERVISOR

### **PUBLIC COMMENTS ON NON-AGENDA ITEMS**

None.

### **FOUNDATION DEPARTMENT BUSINESS – ACTION ITEMS**

#### **APPROVE JANUARY 9, 2017, FOUNDATION MEETING MINUTES**

Motion was made by Board Member Spencer Bogner and seconded by Board Member Dan Capener; the meeting minutes were approved as presented.

Motion carried as follows:

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AYES: BOARD MEMBERS: ANDERSON, BOGNER, CAPENER, HUGHES, LEWIS, NASH, ROGERS, TAYLOR.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CAPPS, DAVIS, GOODMAN, KRAMER, LEE, MCPHERON, MORAN, POLLACK, WILLIAMS.

**RECEIVE AND FILE FINANCIAL REPORT AS OF FEBRUARY 2017**

Motion was made by Board Member Bill Hughes and seconded by Board Member Glen Anderson; the financial report was approved as presented.

Motion carried as follows:

AYES: BOARD MEMBERS: ANDERSON, BOGNER, CAPENER, HUGHES, LEWIS, MCPHERON, NASH, ROGERS, TAYLOR.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CAPPS, DAVIS, GOODMAN, KRAMER, LEE, MORAN, POLLACK, WILLIAMS.

**RECEIVE AND FILE THE QUARTERLY INVESTMENT REPORT AS OF DECEMBER 2016**

Motion was made by Board Member Sylvia Nash and seconded by Board Member Bill Taylor; the investment report was approved as presented.

Motion carried as follows:

AYES: BOARD MEMBERS: ANDERSON, BOGNER, CAPENER, HUGHES, LEWIS, MCPHERON, NASH, ROGERS, TAYLOR.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CAPPS, DAVIS, GOODMAN, KRAMER, LEE, MORAN, POLLACK, WILLIAMS.

**APPROVE THE FY 15/16 AUDIT REPORT**

Motion was made by Board Member Nash and seconded by Board Member Hughes; the audit report was approved as presented. Board members requested clarification of FDIC insurance coverage, specifically if it applies to each individual account or an accumulation of account balances.

Motion carried as follows:

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AYES: BOARD MEMBERS: ANDERSON, BOGNER, CAPENER, HUGHES, LEE, LEWIS, MCPHERON, NASH, ROGERS, TAYLOR.

NOES: BOARD MEMBERS: NONE.

ABSTAIN: BOARD MEMBERS: NONE.

ABSENT: BOARD MEMBERS: CAPPS, DAVIS, GOODMAN, KRAMER, MORAN, POLLACK, WILLIAMS.

## **DISCUSSION CALENDAR**

### **REVIEW OF PRIOR YEAR STRATEGIC GOALS BENCHMARK**

This item was moved to the May meeting.

### **OPEN THE NOMINATION PROCESS FOR EXECUTIVE BOARD POSITIONS**

Nominations for the executive board are now being accepted. Board Secretary Lisa McPheron will be stepping down from the Board.

### **DISCUSS BOARD MEMBER TERM EXPIRATIONS**

Chair Rogers requested that the six members with expiring terms inform him or Ms. Hernandez of their intentions. Brian Pollack also will be stepping down from the Board in addition to Lisa McPheron

### **REVIEW AND PROVIDE DIRECTION ON PROPOSED FY 17-18 BUDGET**

Chair Rogers stated this item will be approved at the May meeting but to be reviewed today. Ms. Hernandez stated that she has not received budgets for the Holiday Home Tour or chARTS.

### **UPDATE ON CHINO HILLS JAZZ & BLUES FESTIVAL**

Board Member Anderson gave a status update on the festival and indicated slow ticket sales. He suggested distributing flyers to the neighborhood surrounding Big League Dreams. Board Member McPheron suggested a water bill insert or a postcard. Board Member Delinia Lewis suggested everyone post on the Nextdoor social media app. Radio stations and music stores have been contacted. Chair Rogers stated that we have collected \$21,000 in sponsorships. Recommendation was given to increase marketing efforts to outreach to a broader area.

### **UPDATE ON HOLIDAY HOME TOUR**

Board Member Nash gave an update of the Holiday Home Tour.

- 3 locations are confirmed: Chino Hills Pkwy, Payne Ranch, Oakridge.
- Docent training will be on November 6 at the Community Center.
- The food will be catered by Susie Moray, the same caterer as last year.
- The program will be downsized to 5x7 and only full size ads will be sold.

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- Board Member Cynthia Moran will be the liaison to the staff.
- Ayala and Chino Hills High music groups will perform.
- Santa will be Bill Goodwin.
- Ticket prices are \$40.
- The home tour will be 4 to 6 p.m. and the reception will be from 6 to 8 p.m.
- Registration can start as early as 3 p.m. at the Community Center
- The event will be held on December 3.
- No children under 14 can attend.
- Budget to be sent to Ms. Hernandez two weeks before the May meeting.
- Outside printers and designers will be generating the program.

## **COMMITTEE REPORTS**

### **FUND DEVELOPMENT – DONOR RECEPTION**

Chair Rogers said the donor reception was successful. It was hosted at John Young's home on March 4 and plaques were given to some of the donors. Chair Rogers commented that the proposed budget of \$5,000 is greater than it needs to be.

### **BOARD DEVELOPMENT**

Chair Rogers stated there will be a couple of board position openings. The committee will meet to go over potential candidates to fill the vacancies and nominations will be made at the May meeting.

### **CHARTS UPDATE**

No update.

## **BOARD COMMENTS**

**Rogers:** Chair Rogers stated that the donor's wall in the Community Center is being updated per donations made through June 2016.

**Kramer:** Board Member David Kramer asked if the Jazz and Blues Festival has been added to the Calendar section of the L.A. Times.

**Nash:** Board Member Nash stated that the goodie bags have been eliminated from the Holiday Home Tour. Footies to be given out at the registration desk.

**Armit:** Ms. Armit stated the scholarship insert in the Recreation Guide was a success. All scholarship spots have been filled and there is a waitlist.

**Ortiz:** Ms. Ortiz mentioned that the May 8 meeting will be held at the Community Center.

## **ADJOURNMENT**

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Chair Rogers adjourned the meeting at 5:29 p.m. until the annual meeting scheduled on May 8, 2017, at 4:00 p.m.

Respectfully submitted by:

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Emily Ortiz  
Community Services Department

Signed by:

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Lisa McPherson, Board Secretary  
Chino Hills Community Foundation